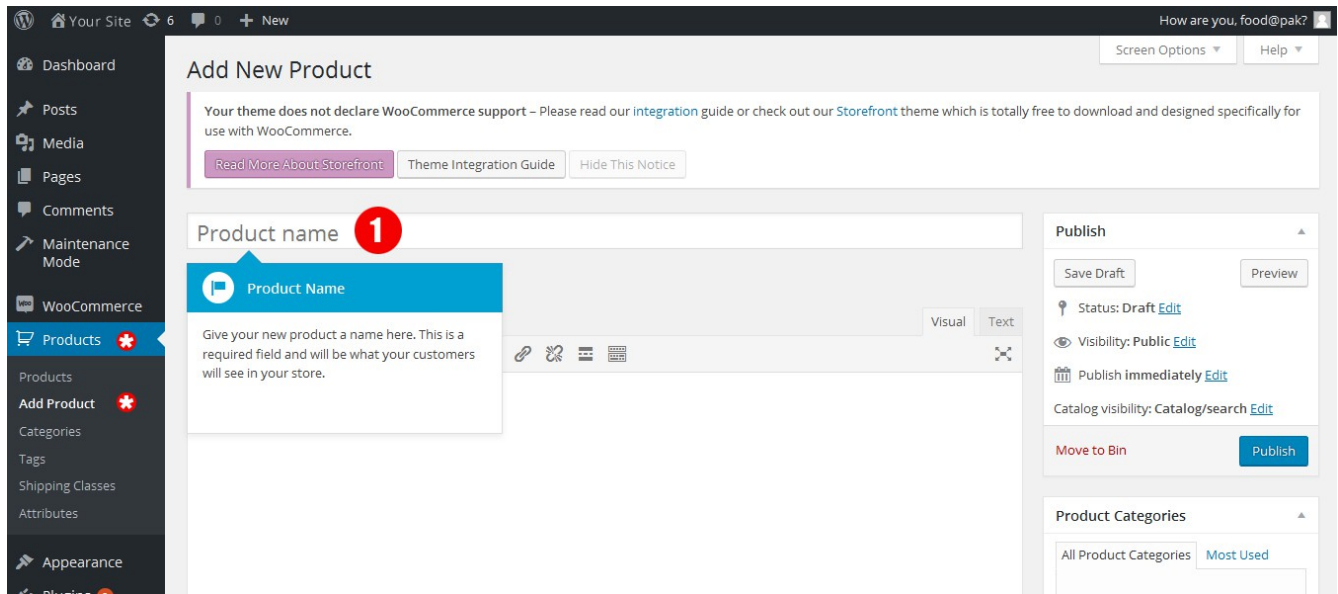
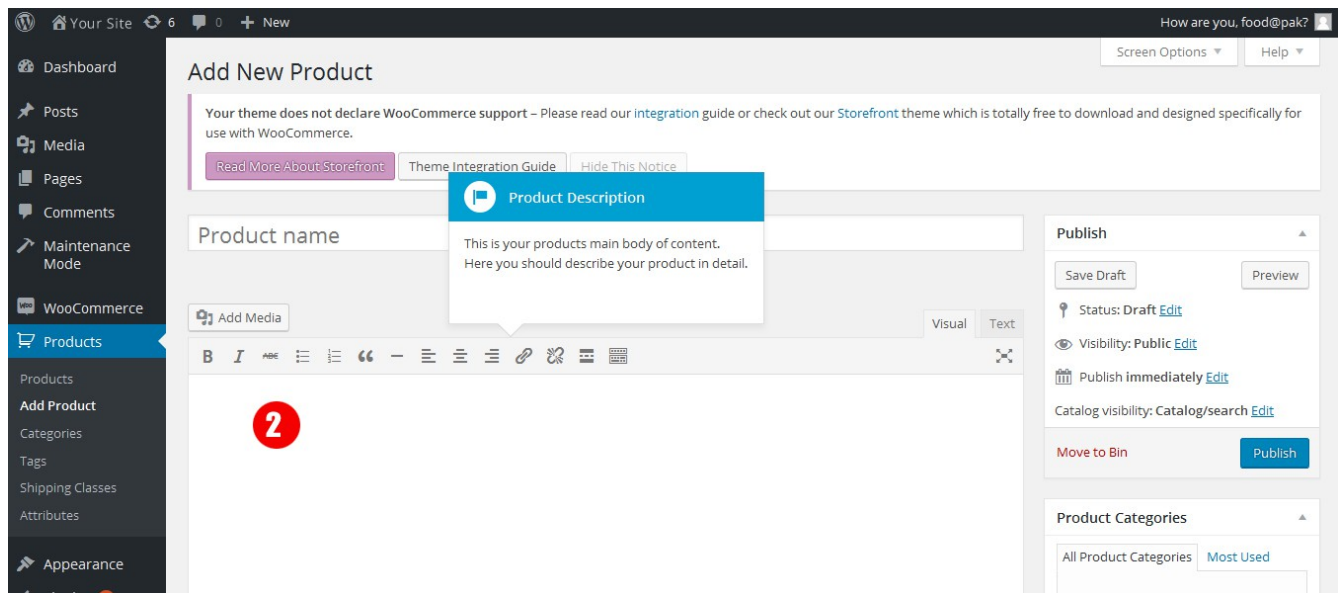


Adding a Product to your Website

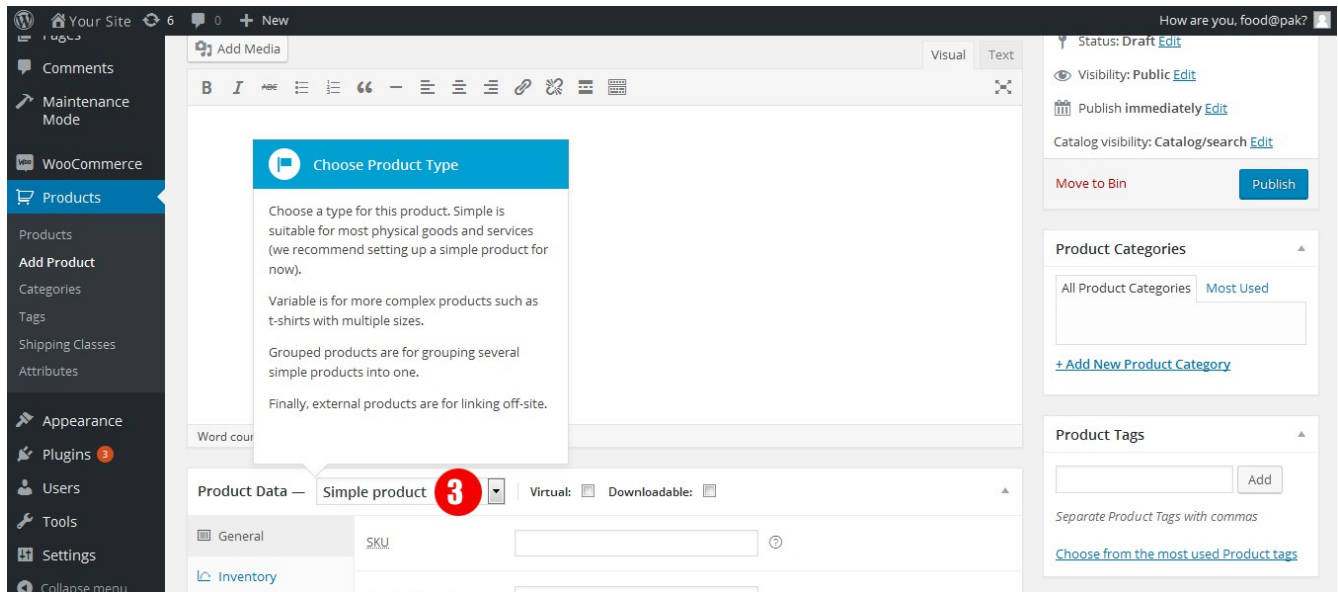
1: Begin with adding your Product Name



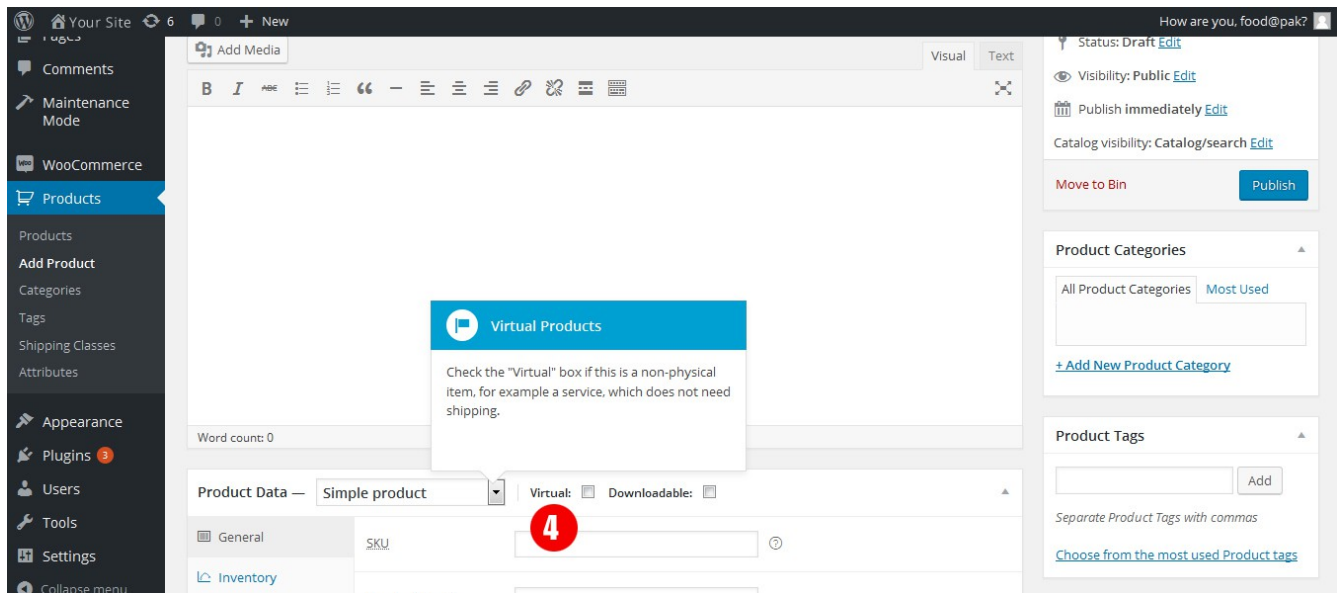
2: Add your Product description. Note you have some text tools and can add images by going to "Add Media"



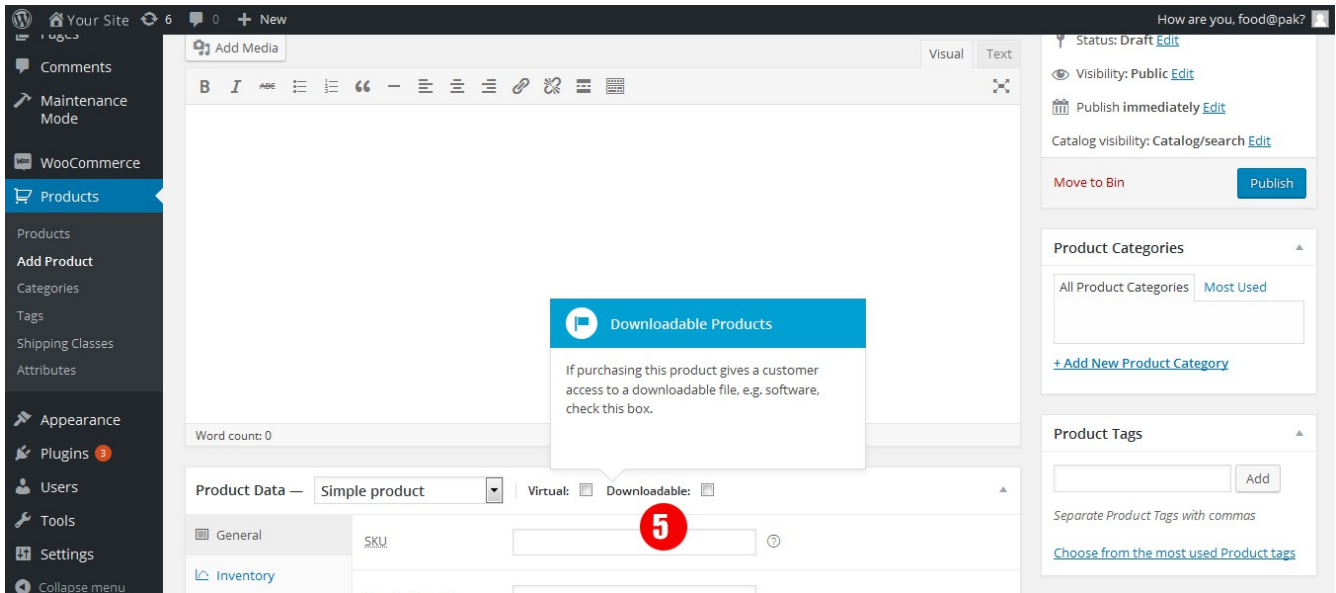
3: Choose the type of Product



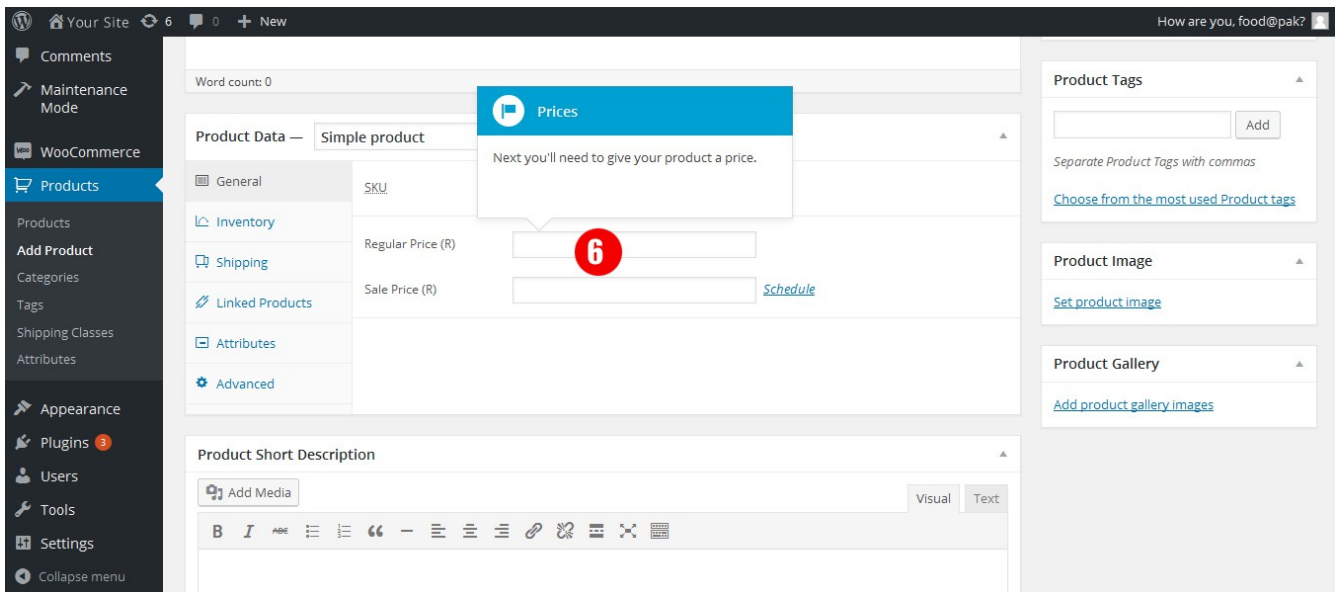
4: Check the "Virtual" box if it is not a non-physical product (eg. A digital/image download), leave un-checked if you are selling physical products



5: Only check this box if your Product is a digital download, or just ignore, leave un-checked.



6: Enter the price of your Product. If your product is on sale, enter a sales price below the regular price (the sales price must be below the regular price)



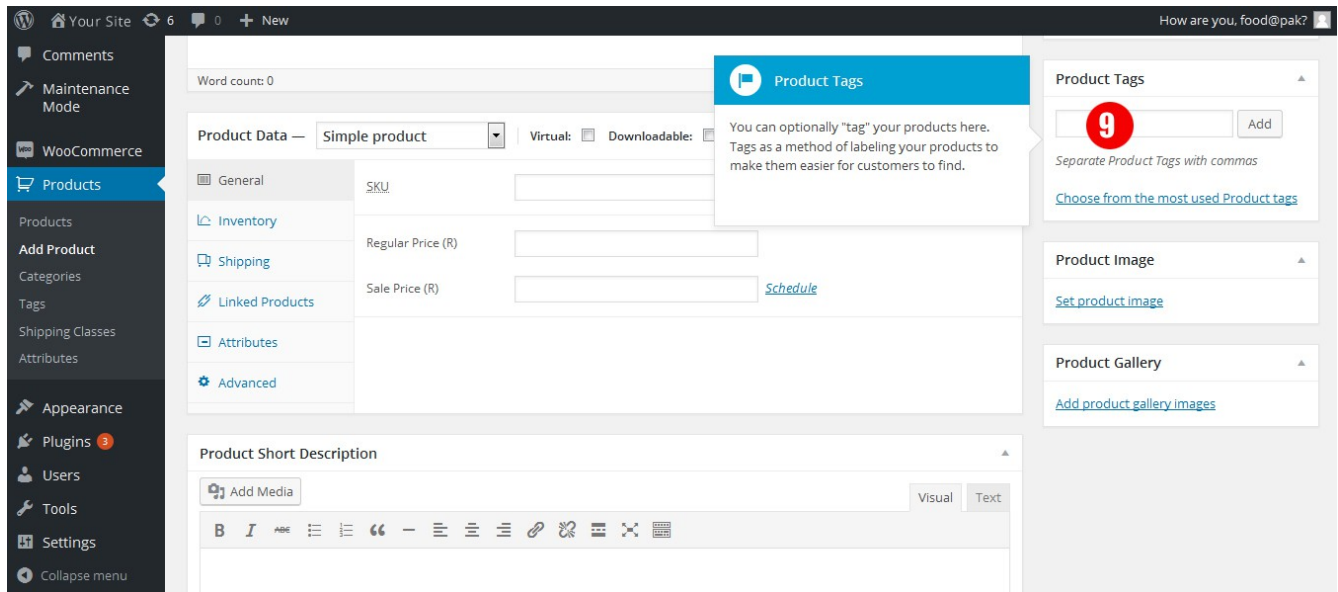
7: Add a short Product summary, this appears on the product page just below the product name

The screenshot shows the WordPress admin interface for editing a product. The left sidebar contains navigation menus for 'Comments', 'Maintenance Mode', 'WooCommerce', 'Products', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The main content area is divided into several sections: 'Product Data' (with 'Simple product' selected), 'Product Short Description', 'Product Tags', 'Product Image', and 'Product Gallery'. A callout box titled 'Product Short Description' is overlaid on the 'Sale Price (R)' field, containing the text: 'Add a quick summary for your product here. This will appear on the product page under the product name.' A red circle with the number '7' is placed over the 'Product Short Description' text area.

8: Add the Main Image of your Product

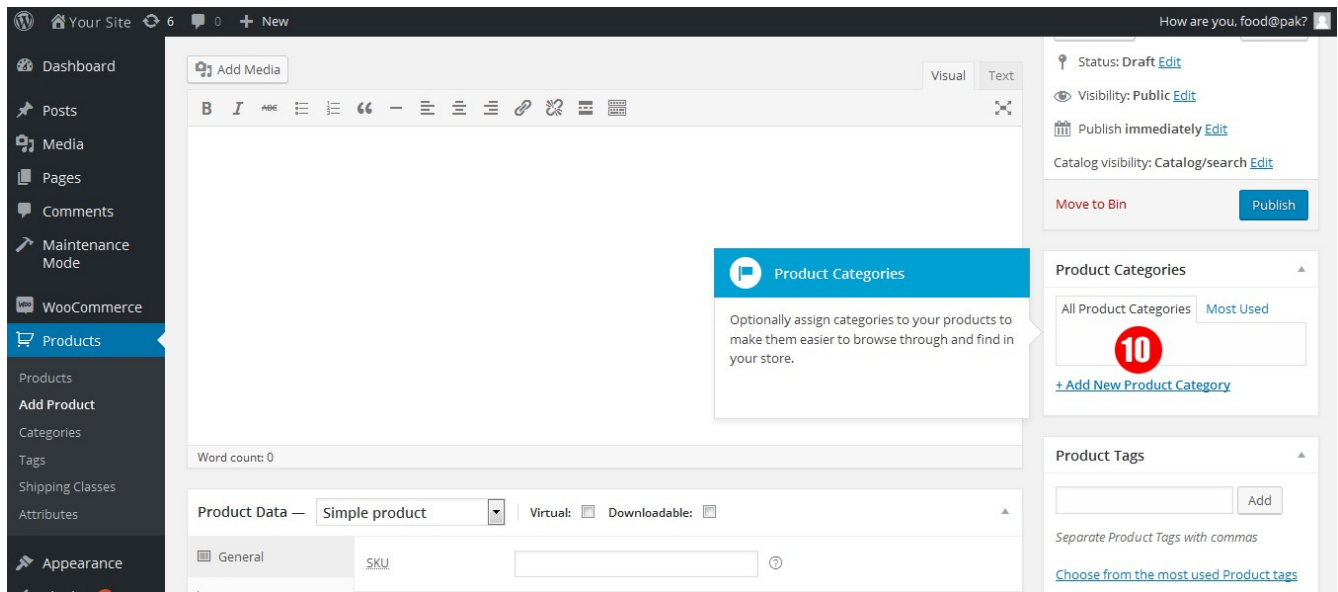
The screenshot shows the same WordPress admin interface as above. In this view, the 'Product Images' section is highlighted with a blue callout box that says: 'Upload or assign an image to your product here. This image will be shown in your store's catalog.' A red circle with the number '8' is placed over the 'Set product image' link in the 'Product Image' section of the right-hand sidebar.

9: Add tag words (key words) here to help customers find the product



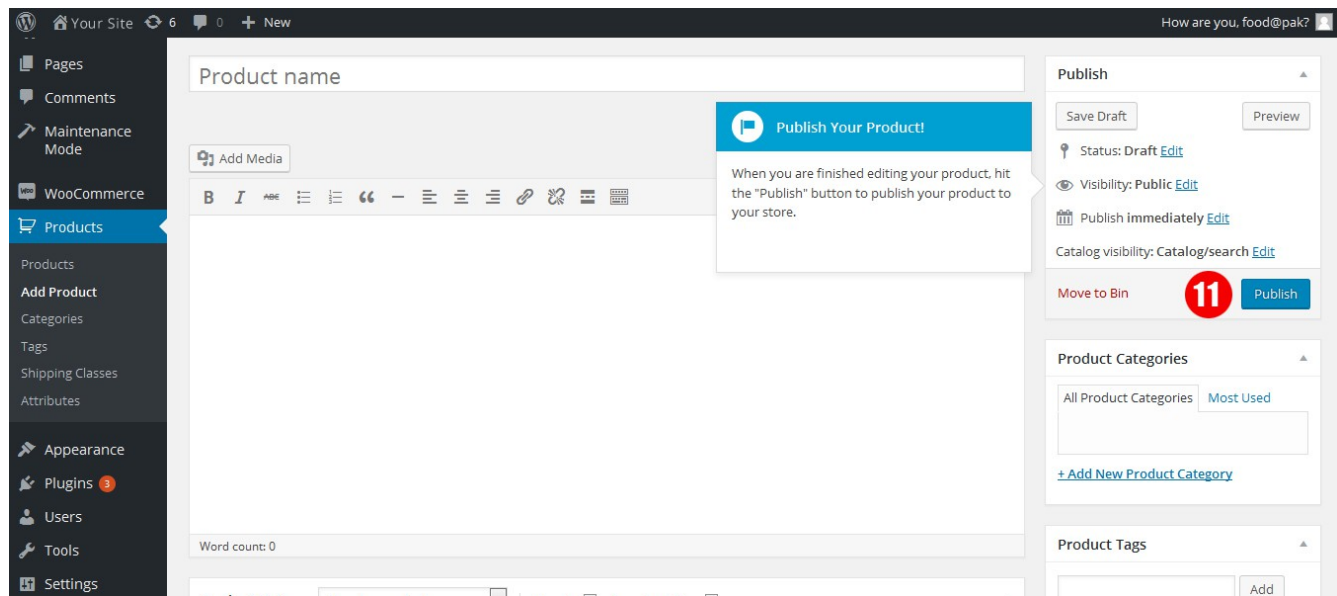
The screenshot shows the WordPress admin interface for editing a product. The left sidebar contains navigation menus for 'Comments', 'Maintenance Mode', 'WooCommerce', and 'Products'. The main content area is divided into 'Product Data' and 'Product Short Description'. The 'Product Data' section includes tabs for 'General', 'Inventory', 'Shipping', 'Linked Products', 'Attributes', and 'Advanced'. The 'Product Tags' field is highlighted with a red circle and a callout box that reads: 'You can optionally "tag" your products here. Tags as a method of labeling your products to make them easier for customers to find.' The right sidebar contains the 'Product Tags' meta box with an 'Add' button, a text input field, and a link to 'Choose from the most used Product tags'. Below it are 'Product Image' and 'Product Gallery' meta boxes.

10: Make sure to choose the correct category that the Product falls under. If the product has no category, you need to create a category by clicking on "Add New Product Category"



The screenshot shows the WordPress admin interface for editing a product. The left sidebar contains navigation menus for 'Dashboard', 'Posts', 'Media', 'Pages', 'Comments', 'Maintenance Mode', 'WooCommerce', and 'Products'. The main content area is divided into 'Product Data' and 'Product Short Description'. The 'Product Data' section includes tabs for 'General', 'Inventory', 'Shipping', 'Linked Products', 'Attributes', and 'Advanced'. The 'Product Categories' field is highlighted with a red circle and a callout box that reads: 'Optionally assign categories to your products to make them easier to browse through and find in your store.' The right sidebar contains the 'Product Categories' meta box with a dropdown menu, a text input field, and a link to '+ Add New Product Category'. Below it is the 'Product Tags' meta box.

11: Push the "Publish" button to publish the product onto the website, to go live



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